

# GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION (2757)

**Approved Abbreviation:** GradCertBusAdmin  
**Western Sydney University Program Code:** 2757  
**AQF Level:** 8

**CRICOS Code:** 044871M

This program has been suspended from 2023.

This program applies to students who commenced in 2015 or later.

The Graduate Certificate in Business Administration is designed to set the foundation of knowledge and skills in the core competencies of business and management. The graduate certificate is not only the first stage towards progressing to an Executive Master of Business Administration, but may also be taken as a stand-alone program.

The Graduate Certificate is the perfect introduction to understanding the workings of the management and the business arena. It offers practical strategies to approach the challenges involved in managing people, money and markets and shows how these core areas are linked. The graduate certificate is a particularly useful program for those who seek to immediately enhance career opportunities and for those who have been away from study for a long period of time. It is also a valuable introduction to postgraduate university study.

## Study Mode

Six months full-time or one year part-time.

## Program Advice

Dr Laurel Jackson (<https://directory.westernsydney.edu.au/search/profile/12178/>)

Prospective students should visit the following websites for general enquiries about this program.

Enquire about this program (<https://enquiry.westernsydney.edu.au/courseenquiry/>) | Local Admission (<https://www.westernsydney.edu.au/future/>) | International Admission (<https://www.westernsydney.edu.au/international/home/apply/admissions/>) |

## Location

Campus	Attendance	Mode	Advice
Parramatta City Campus- Macquarie Street	Full Time	Internal	See above
Parramatta City Campus- Macquarie Street	Part Time	Internal	See above

## Admission

Applicants must have successfully completed an undergraduate degree, or higher, in any discipline and have a minimum five years full-time equivalent managerial/professional work experience

Or

Have a minimum of eight years full-time equivalent professional/managerial work experience.

Applicants seeking admission on the basis of work experience must support their application with a Statement of Service for all work experience listed on the application.

Statement of Service form ([https://www.westernsydney.edu.au/content/dam/digital/pdf/Statement\\_of\\_Service.PDF](https://www.westernsydney.edu.au/content/dam/digital/pdf/Statement_of_Service.PDF))

Applications from Australian and New Zealand citizens and holders of permanent resident visas may be made via the Universities Admissions Centre (UAC) or directly through the Western Portal. Use the links below to apply via UAC or Western Sydney University. Applications made directly to Western Sydney do not have an application fee.

<http://www.uac.edu.au/>  
<https://westernsydney.uac.edu.au/ws/>

Applicants who have undertaken studies overseas may have to provide proof of proficiency in English. Local applicants who are applying through the Universities Admissions Centre (UAC) will find details of minimum English proficiency requirements and acceptable proof on the UAC website. Local applicants applying directly to the University should also use the information provided on the UAC website.

<http://www.uac.edu.au/>

All other International applicants must apply directly to the University via the International Office.

International students applying to the University through the International Office can find details of minimum English proficiency requirements and acceptable proof on their website.

International Office (<http://www.westernsydney.edu.au/international/>)

Overseas qualifications must be deemed by the Australian Education International - National Office of Overseas Skills Recognition (AEI-NOOSR) to be equivalent to Australian qualifications in order to be considered by UAC and Western Sydney University.

## Program Structure

Qualification for this award requires the successful completion of 40 credit points including the subjects listed below.

Subject	Title	Credit Points
ACCT 7013	Financial Decision Making	10
BUSM 7034	Foundations of Management	10
MKTG 7017	Marketing Management	10
BUSM 7093	The Business Environment	10
<b>Total Credit Points</b>		<b>40</b>